

So You Want to Start a Shooting Sports 4-H Club?

It's not as difficult as it appears, we promise!

Requirements:

Standard 4-H club requirements are upheld in the chartering/rechartering process of every club, regardless of special topic or concentration.

Minimum Charter Standards for Clubs:

- 5 youth from at least 3 different families
- Approved trained volunteers (see volunteer requirements)
- Must be filed annually and updated as appropriate
 - Charter application
 - 6 or 12 month calendar of planned meetings
 - List of elected club officers
 - Club roster
 - By-laws (required in 2021)

Additional requirements:

- All clubs must adhere to NCSU's nondiscrimination policy. Your agent may require an annual attestation of adherence to this policy.
- Attendance record of each meeting
- Record of volunteer hours devoted to club
- Ensure all youth are registered in 4Honline.com
- Work with your agent to have access to health and enrollment records of members
- Maintain required inventory list
- Annually review policies and procedures with agent
- Ensure proper adult-to-youth ratios are upheld at every meeting

Dress Code for Shooting Sports Activities:

Adapted from National 4-H Shooting Sports Standards

- Both young people and adults should wear attire appropriate for the weather while remaining modest. While these codes can leave a lot to interpretation, it is important to recognize that individual choices can at times, bring unwanted attention either to an individual or to the group as a whole.
- Shorts, skorts, and skirts must be at least finger-tip length, with arms extended and shoulders relaxed, while standing, so that modesty is maintained in all shooting positions.
- Tank tops with spaghetti straps, muscle shirts, bare midriffs, low necklines, or otherwise revealing clothing will not be allowed.

- Clothing with sexually suggestive wording or graphics; and alcohol or tobacco advertisement is not appropriate.
- Leggings (tight fitting/yoga-type stretch pants) are allowed when worn underneath compliant shorts, skorts or skirts.

****Other requirements may be added as policies and procedures evolve to ensure the safety and involvement of our youth, volunteers, and parents****

How to become an approved volunteer:

- Contact the county agent that represents the county where the club is to meet
- Register as a volunteer at 4Honline.com
 - The system will alert the agent and appropriate personnel that you have completed your registration. If you do not hear back from the agent or NCSU personnel within a week, please contact your county Extension Office as the system might have not recognized your application as complete. A quick call to your county office can clear this up. Please provide your name that you registered along with the email address you used when registering.
- Complete the background check process with NCSU
 - You will be contacted by a representative from NCSU to complete your background check. In this invitation, you may be referred to as a prospective employee. We understand that this is not the case and that you are only applying to become a volunteer. This is just the code that is utilized with our background check department and will not have any bearings on your application. Please continue to proceed.
 - Your background check invitation is time sensitive and will need to be completed in a timely manner. The expiration of the request will require the background request to be started over again, and thus delay your application. Please complete the information necessary as soon as possible.
 - Depending on your level of involvement and your volunteer job description, financial and driving checks may be conducted as well. All of this information will be requested at the same time.
 - **None of your personal information is ever shared with the agent or the Extension Office. The agent is only given a pass/fail response upon completion.**
 - On occasion, the background check department may reach out to you for clarification on some of their findings, name changes, or addresses. Please respond if they do reach out to you.

- Complete the *Working with Minors* training, and any additional training that is assigned to you.
 - This is an annual training that will go over best practices, policies, and procedures that help minimize the likelihood of negative experiences
 - Additional trainings that may be assigned are: *Using 15 Passenger Vans* and *First Aid*
 - If a training is assigned to you, they must be completed before your next interaction with program youth where you will have ***care, custody, and control***.
- Complete your discipline certification with NC 4-H Shooting Sports
 - We are very lucky to have so much experience brought to our youth. For some, this training may seem redundant or excessive given previous experiences and certifications. Having 100% of our shooting sports volunteers complete **OUR** training is the only way we can 100% ensure that everyone has a working knowledge of NC 4-H policies and procedures.
- IF your club chooses to handle funds, an approved volunteer must meet with the agent to discuss the process and gain approval. Clubs handling funds must follow all NC 4-H guidelines on handling funds to include electing a youth treasurer, maintaining accurate financial records and proper documentation. Your agent will work with you on compliance to be included under the NCSU GEN (general exemption number).